



U.S. Small Business Administration
Maine District Office
Edmund S. Muskie Federal Building – Rm. 512

Tel: 207-622-8551
Fax: 207-622-8277
www.sba.gov/me

SBPY NOMINATION AWARD CATEGORIES

Please check one or more potential categories:

- ☐ **Small Business Person of the Year:** For developing an outstanding, growing business; innovative product(s), increasing jobs, increasing sales, overcoming adversity, and community contributions.
- ☐ **Small Business Exporter of the Year:** Significantly increased export sales and profits, encouraging other firms to export, increased jobs through exports, and innovative methods of creating markets.
- ☐ **SBA Young Entrepreneur of the Year:** Owner will not reach 35th birthday by June 1, 2015, three-year evidence of success in sales and profits, increased jobs, innovative products, demonstrated potential.
- ☐ **Entrepreneurial Success:** Business that started 'small' by SBA standards, then developed into a large business. Business must have received SBA assistance.
- ☐ **Home-Based Business Champion:** An individual who owns and operates a home-based business.
- ☐ **Jeffrey Butland Family Owned Small Business:** A family-owned business with at least a 15-year track record that has passed from one generation to another.
- ☐ **Maine Micro-Enterprise Award:** For developing a growing business with assistance through SBA loan programs or as a client of one of our SBA technical service providers, at least a three-year track record, and 5 or fewer employees.
- ☐ **Minority Small Business Owner:** An ethnic minority who serves as majority owner for a small business with a track record of at least three years
- ☐ **Veteran Small Business Owner:** For developing a growing business, three-year evidence of success in sales and profits, increased jobs, innovative product, demonstrated potential.
- ☐ **Woman Small Business Owner:** For developing a growing business, three-year evidence of success in sales and profits, increased jobs, innovative product, demonstrated potential.
- ☐ **Financial Services Champion of the Year:** An individual who assists small businesses through advocacy efforts to increase the usefulness and availability of accounting or financial services for small businesses may be nominated. Nominees may or may not be small business owners.

NOMINEE INFORMATION

NAME:		TITLE:
ORGANIZATION:		
ADDRESS:		
PHONE:	FAX:	EMAIL
# of years in business:	# of employees	Annual Sales \$
Is the company profitable:	SIC/NAICS Code	
REASON FOR NOMINATION: (enter a brief description of the business & why they are being considered for the award & how the SBA assisted them)		

NOMINATOR'S INFORMATION

NAME:		TITLE:
ORGANIZATION:		
ADDRESS:		
PHONE:	FAX:	EMAIL

Please submit by **December 12, 2014** VIA EMAIL TO: Keith.Lind@sba.gov

For more information, please contact Keith Lind at (207) 622-8551. Self-nominations accepted. This form may be duplicated. For further consideration, supporting materials will be required. Thank you for your support!

Small Business Week Awards

National Awards

Small Business Person of the Year
Small Business Exporter of the Year
Small Business Development Center Excellence and Innovation Award
The Women's Business Center of Excellence Award
Veterans Business Outreach Centers Excellence in Service Award
8(a) Graduate of the Year Award

District/Regional Awards

SBA YOUNG ENTREPRENEUR OF THE YEAR

Any individual who serves as majority owner and operator for a small business with a three-year track record, and who will not have reached the age of 35 by June 1, 2015.

ENTREPRENEURIAL SUCCESS

Individuals who own and operate a business that started 'small' by SBA standards, then developed into a large business. Business must have received SBA assistance.

JEFFREY BUTLAND FAMILY-OWNED SMALL BUSINESS

Family-owned business that has passed from one generation to another and owner has responsibility for operating the business. Nominees must serve as a majority owner and operator or bear principal responsibility for operating a small business with at least a 15-year track record.

VETERAN SMALL BUSINESS OWNER

A U.S. Armed Forces Veteran who serves as majority owner for a small business with a three year track record.

WOMEN SMALL BUSINESS OWNER

A woman who serves as majority owner for a small business with a 3 year track record of at least three years.

MINORITY SMALL BUSINESS OWNER

An ethnic minority who serves as majority owner for a small business with a track record of at least three years.

HOME-BASED BUSINESS CHAMPION

An individual who owns and operates a home-based business.

MICROENTERPRISE AWARD

Any individual who founded, owns and operates a microenterprise which received SBA assistance (through SBA loan programs or as a client of our technical service providers) may be nominated. Microenterprise is defined as any small business with five or fewer employees including the owners.

Financial Services Champion of the Year

An individual who assists small businesses through advocacy efforts to increase the usefulness and availability of accounting or financial services for small businesses may be nominated. Nominees may or may not be small business owners

SMALL BUSINESS WEEK 2014 AWARD CRITERIA

- 12/12/14** Nomination forms due to Keith Lind, 68 Sewall St., Room 512, Augusta, ME 04330 or via email at keith.lind@sba.gov
- 1/05/15** Complete nomination package due to Keith Lind at the Maine District Office.

Complete packages for business award nominees must include the following:

1. A single cover page stating —
 - the nominee's full name, title, business and home addresses with telephone and
 - fax numbers, and e-mail address if applicable;
 - the award for which the nomination is being made;
 - the type of SBA assistance received: loan, government contracting, SCORE, Small Business Development Center, or women's business center assistance;
 - a one-paragraph description of the nominee's business.
2. A digital photo – at least 300 dpi; photocopies are not acceptable.
3. A detailed description of the business.
4. The nominee's financial statements — including balance sheets, profit-and-loss statements and financial reports for the last three years. These will all be kept completely confidential and viewed only by SBA personnel judging for the awards. If the nominee is more comfortable they may send their financials directly to Keith Lind at the Maine District Office.
5. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination.
6. A completed SBA Form 2137 Award Nomination Consent Form (available online at: <http://www.sba.gov/sites/default/files/files/SBA%20Form%202137.pdf>).
7. A completed background form (SBA Form 3300, Award Nomination Form) available online at: <http://www.sba.gov/sites/default/files/SBA%203300.pdf> . For "team" nominations, a background form is required for each team member.

8. Each of the following elements must be analyzed and addressed separately:

- ❖ **Staying power – a substantiated history as an established business with a track record of at least three years**
- ❖ **Growth in number of employees, sustained expansion**
- ❖ **Increase in sales and/or unit volume and net worth**
- ❖ **Innovativeness of product or service**
- ❖ **Response to adversity**
- ❖ **Contributions to aid community-oriented projects**
- ❖ **Proof of SBA loan, contracting or technical assistance**

(Address these points clearly in your nomination to improve your nominee's chances of winning!)

Complete Package for Financial Services Champion should address:

1. Outside of regular business duties, the amount and quality of assistance given small businesses to obtain financing.
2. Advocacy for changes in the financial services industry to assist small companies.
3. Encouragement of the flow of investment capital to small ventures.
4. Active support for legislative or regulatory action designed to help small firms.
5. Measurable accomplishments through the advocacy efforts of the financial services or accounting industries to advance small business interests

Packages may be submitted:

Electronically via email to Keith Lind at Keith.Lind@sba.gov (preferred method)

or

by mail as a hard copy or on CD to:

**Keith Lind
U.S. SBA Maine District Office
68 Sewall St., Room 512
Augusta, ME 04330**

Please contact Keith with questions or concerns by email or phone at (207) 622-8551